

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SHIPPING AND MAILING SUPERVISOR

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which supervise a shipping and mailing operation. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification

B. Inclusions

This classification encompasses positions which supervise either a single shipping and mail processing operation or multiple shipping and mailing operations. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are responsible for the supervision of a store, supplies, and/or warehouse operation for a majority of the time, and are more appropriately classified as Inventory Control Supervisor.
3. A position which manages the Department of Revenue’s overall shipping and mailing program, and is more appropriately classified as Revenue Program Supervisor.
4. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITION

SHIPPING AND MAILING SUPERVISOR

Positions are responsible for the supervision of one or more: (1) a shipping and mail processing center on a campus or in an agency; (2) a central mail room or rooms serving several divisions of a major agency; (3) a sub-unit of a mail processing operation serving several buildings or facilities of one organization; or (4) a sub-unit of a very large and complex center (i.e., a center within a large agency or serving more than one organization that is responsible for performing a broad range of shipping and mailing functions). Work is performed under general supervision.

Examples of work include, but are not limited to:

- Plan, schedule, and supervise the work of staff.
- Recommend changes in policies and procedures.
- Plan, evaluate, organize, and implement changes to operational activities.
- Coordinate shipping and mailing services with United States Postal Service.
- Analyze spending levels, postal trends, surpluses/deficits, and other reports to assist with budget preparation.
- Assist with the procurement of equipment, including analyzing cost effectiveness, developing specifications, and recommending acquisition or leasing.
- Maintain customer services/relations.
- Monitor vendor contracts.
- Maintain records, including computerized charge-back processes or other invoice preparation, private carrier logs, usage statistics, and equipment maintenance.
- Ensure that safety standards, security procedures, and departmental work rules are observed and maintained.

Representative positions:

Department of Revenue, Enterprise Services Division: Position supervises the Mail Processing Unit and warehouse. Position supervises staff; updates procedural manuals; and manages the warehouse by receiving orders, monitoring and adjusting inventory.

Department of Health and Family Services, Management and Technology Division: Position plans and supervises the shipping and mailing function for the division. Position supervises the processing of all incoming and outgoing mail, updates policy and procedure manuals; and updates rate changes for various postal services.

Department of Public Instruction: Position is responsible for the operation of the agency's mail operation, copy and print center. The position supervises the Transitional Community-Vocational Program for students with exceptional educational needs within the agency's mailroom and support functions.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervise shipping and mail processing centers. This classification replaces the Shipping and Mailing Supervisor 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification was modified as a result of the Stores and Warehouse Operations Survey effective June 25, 2006, and the abolishment of the Shipping and Mailing Supervisor 1 and 2 and Shipping and Mailing Program Supervisor classifications as announced in Bulletin OSER-0107-MRS/SC.

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